

Contractor Timesheet submission and payment schedule for 2012

Dear Contractor

We are pleased to announce that the monthly timesheet and payment process has been streamlined and as a result we look forward to committing to our contractors to guarantee their pay three days earlier than in 2011.

Our timesheet periods for 2012, the corresponding submission deadline and payment dates are outlined below:

Month	Timesheet covering Period four or five weeks ended on Sunday	Deadline for submission of approved timesheets and limited company invoice	Date that BACS payment will clear into recipient account
Jan-12	02/01/12 – 29/01/12	5pm Wednesday 1 st February 2012	Tuesday 7 th February 2012
Feb-12	30/01/12 - 26/02/12	5pm Wednesday 29 th February 2012	Tuesday 6 th March 2012
Mar-12	27/02/12 - 01/04/12	5pm Tuesday 3 rd April 2012	Wednesday 11 th April 2012
Apr-12	02/04/12 – 29/04/12	5pm Wednesday 2 nd May 2012	Wednesday 9 th May 2012
May-12	30/04/12 - 03/06/12	5pm Wednesday 6 th June 2012	Tuesday 12 th June 2012
Jun-12	04/06/12 – 01/07/12	5pm Wednesday 4 th July 2012	Tuesday 10 th July 2012
Jul-12	02/07/12 – 29/07/12	5pm Wednesday 1 st August 2012	Tuesday 7 th August 2012
Aug-12	30/07/12 - 02/09/12	5pm Wednesday 5 th September 2012	Tuesday 11 th Sept 2012
Sep-12	03/09/12 - 30/09/12	5pm Wednesday 3 rd October 2012	Tuesday 9 th October 2012
Oct-12	01/10/12 - 28/10/12	5pm Wednesday 31 st October 2012	Tuesday 6 th Nov 2012
Nov-12	29/10/12 - 02/12/12	5pm Wednesday 5 th December 2012	Tuesday 11 th Dec 2012
Dec-12	03/12/12 - 30/12/12	5pm Wednesday 2 nd January 2013	Tuesday 8 th January 2013

What if I miss the deadline for submission?

If you miss the submission deadline detailed in the table above, please do not worry; provided we receive your timesheet by the following Monday you will be paid on the following Friday.

For example, if you miss the Wednesday 5th September deadline for the five week period that ends Sunday 2nd September then provided we receive your timesheet by Monday 10th September we will pay you (cleared funds) on Friday 14th September.

The payment dates noted on this schedule will be the only payment runs processed at each period end.

If you have any questions please call the Contractor Payroll Team on 020 7025 0156.